King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual **Chapter 6** **Classification**	
6.03.003 - **Critical Resident Placement**	Approved By:	Director Allen Nance
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	Reviewed By:	PRC, CPA
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Purpose

To outline the criteria and procedures for effecting and documenting resident housing changes made for specific reasons when classification staff are not involved.

Policy

It is the policy of the department to allow uniform staff, subject to supervisor approval, to make housing changes for those residents who pose direct and imminent threats to themselves, others, and/or the safety and security of the facility.

References

Department Policies: 6.01.003 - Hazard Codes
6.01.005 - Resident Classification and Assessment
6.02.002 - Resident Disciplinary System

Department Forms: Immediate Transfer (F-571)
Rule Infraction Report (F-544)

Definitions

Life Safety Issues: Direct and imminent threats to the health and safety of residents, staff, and/or the security of the facility.

A. General Guidelines

1. Classification staff shall normally make resident housing assignments and changes per Department policy 6.01.005 - Resident Classification and Assessment.
2. Initial resident housing assignments to group receiving housing units are made by uniform staff and do not require written documentation.
3. Resident housing assignment changes not made by classification staff are not authorized except:
   a. When life safety issues require an immediate housing reassignment.
   b. At the Intake, Transfer, and Release (ITR) location, when a determination by Jail Health Services (JHS) staff reveals that medical or psychiatric housing placement is required.
   c. When Ultra Security housing placement is required.
   d. The relocation of a resident to Pre-Disciplinary Hearing Restrictive Housing due to life safety or security issues. This placement shall require the approval of a Sergeant and completion of a Rule Infraction Report (F-544) before the end of the shift, per Department policy 6.02.002 - Resident Disciplinary System .
   e. a, b, and c above require completion of the Immediate Transfer (F-571) form. Copies

shall be forwarded to Classification staff in ITR prior to the end of shift.

4. A Shift Commander, Classification staff member, or higher authority shall determine an initial Ultra Security placement.
5. Critical placements shall require that written documentation be sent to Classification staff before the end of the shift in which the movement occurred.
6. Uniform staff shall contact Classification staff to initiate transfers.
7. All KCCF resident housing assignments shall comply with the Stipulation, Order, and Final Judgement No. C89-521R in the *Hammer vs. King County* settlement.
8. The Immediate Transfer (F-571) form requires a Sergeant's or Shift Commander's approval and signature prior to any move.
9. All resident housing assignments and relocations shall be documented in the Jail Management System (JMS).
10. Classification staff shall document, review, and, as appropriate, act upon either verbal or written requests by uniform staff for reviews of resident housing placements.
11. Any uniform staff member may initiate the critical placement procedure in accordance with these guidelines.
12. Corrections Program Specialists shall enter Hazard Codes into JMS as a subject alert, per Department policy 6.01.003 - Hazard Codes.

B. Procedure

1. Life Safety Movement
   a. **Uniform staff** requesting critical resident housing movement shall notify their Sergeant and provide the following:
      1) The name and Booking Arrest (BA) number of the resident.
      2) The reason for the critical movement.
      3) Any other supporting documentation.
   b. The **Duty Sergeant** shall:
      1) Complete and submit an Immediate Transfer (F-571) form to classification.
      2) Determine if the assigned location is appropriate.
      3) Review the resident's JMS record to determine:
         a) If the resident's behavior history precludes placement in the proposed location.
         b) If any "Keep Separate From" (KSF) issues exist.
      4) Authorize the movement by signing the form.
      5) Direct uniform staff to complete the movement and enter the bed assignment in JMS prior to the end of the shift.
      6) Ensure that the form is delivered to the designated location before the end of the shift.
   c. **Corrections Program Specialists (CPS)** shall:
      1) Review and electronically file all Immediate Transfer (F-571) forms by the end of the shift following the movement of the resident.
      2) Review the resident's classification file and take any appropriate follow-up action, which may involve reassigning the resident to another housing area.
      3) Document actions in the resident's computerized classification file.
2. Ultra Security Placement
   a. A **Sergeant** requesting Ultra Security status on a resident shall submit an Immediate Transfer (F-571) form to the Shift Commander with the following information:
      1) The name and BA number of the resident.
      2) The reason for the request.
      3) The proposed housing assignment for the resident.
      4) Any other supporting documentation.
   b. The **Shift Commander** receiving the request shall:

1) Review the request.
2) Deny or authorize the placement by signing (or not signing) the Immediate Transfer (F-571) form.
3) If necessary, assign additional uniform staff to expedite the transfer of the resident.
4) Forward, by the end of the shift, all justifying information to the division major (with a copy to classification staff) for review and decision on Ultra Security status continuation.

c. **CPS'** shall:
1) Review and electronically file the Immediate Transfer (F-571) form by the end of the shift following the movement of the resident.
2) Enter the appropriate information into the resident's computerized classification file.
3) Provide the resident notice of Restrictive Housing / Ultra Security status.
4) Notify the Corrections Program Administrator (CPA) so they can initiate the Ultra Security file and address any other appropriate issues such as visitation.
5) Consult with the Duty Sergeant prior to making housing assignment changes for Ultra Security residents.

d. **Uniform staff** shall:
1) Complete the transfer of the resident as soon as possible.
2) Enter the resident's new location into JMS.

3. Non-emergent Medical and/or Psychiatric Housing Placement/Removal:

a) **JHS staff** shall:
1) Routinely consult with Classification staff and uniform staff to identify appropriate resident housing assignments within designated medical and psychiatric housing.

b. **CPS'** shall:
1) Routinely consult with JHS and uniform staff to identify appropriate resident housing assignments.
2) Determine appropriate housing locations for non-emergent transfers submitted by JHS staff.
3) File all Immediate Transfers (F-571) forms into the resident's electronic classification file.
4) Document actions in the computerized classification file.

c. **Uniform staff** shall:
1) Complete the required transfer as soon as possible.
2) Complete the movement in JMS once the resident has been physically moved.